IFS Connection

IFS Help Desks

Lauri Wilkens (Financial)
775/684-5245
lwilkens@doit.state.nv.us

Tricia Buckner (HR)
775/684-8696
tbuckner@doit.state.nv.us

From the Desks of…

…Cynthia Baumann, IFS-HR System Administrator

Another busy quarter for all of us at IFS-HR. We are ahead of schedule with ADVANTAGE™-HR rollout due to agencies requesting to enter timesheets earlier than their scheduled date. This has allowed for an easier transition to the official rollout. Our training staff has also created two new classes, which you can read about in the Training and Rollout section of this newsletter.

Also during this quarter we have been working on a new and exciting web based paperless timesheet and personnel action system called "NEATS." You can read all about it under "Coming Attractions." You won't be disappointed!

As always, we are here to help you with any questions or training and welcome any suggestions on ADVANTAGE™-HR or HR Data Warehouse. This is your system and we want you to be successful. Thank you for all your support over this past quarter. Have a safe and healthy summer.

…Kim Huys, Chief Accountant IFS-Financial

July is truly a bang-up month for the IFS-Financial team! The goal of rolling out phase I of ADVANTAGE™-Financial to all agencies by July has been accomplished. Agencies are now entering cash receipts and payment vouchers directly into the ADVANTAGE™ System. Other facets of the system will be offered to agencies in the near future.

ADVANTAGE™ training will continue to be offered in both Carson City and Las Vegas for new hires or those

needing a refresher. The Carson City classes will be held monthly, usually during the second week. Classes in Las Vegas will be offered during the second month of each quarter and must have a minimum enrollment of five. Please see the schedule listed on the back of this newsletter for exact dates this quarter.

Thank you to all who have worked so diligently to make the IFS-Financial rollout possible. Now, **enjoy the summer!**

IFS – HR Updates

Custom Reports

By now, most of you have heard that ADVANTAGE™-HR was never intended to be a reporting system. Although we created many custom reports to replace those that were distributed from the old Legacy payroll system, we knew that at some point we would replace the reports with information in the HR Data Warehouse (HRDW). We have slowly been accomplishing that.

This month the quarterly overtime reports were distributed in hard copy format for the last time. A memo accompanying the reports notified each agency that overtime information is now available in the HRDW and instructions on accessing the information are posted on the IFS Web site. As we continue to compare the information in custom reports to the HRDW, you will be informed and given ample notice of the upcoming discontinuance of hard copy reports. Please call the Help Desk at 775/684-8696 for assistance in accessing the overtime data in the HRDW.

IFS-HR Web Site

The IFS-HR Web site has moved from the Internet to the Intranet at **ifs.intranet.state.nv.us**.

The Fundamental Review of State Government-Standardization of State Agency Web Site Home Pages has directed that all agencies' Web sites be revamped to reflect a cleaner, more professional, user-friendly look. There will be consistency among Web pages with key features to enable ease of navigation through the pages. We are updating our Web site with this new look and will have it online soon. You are invited to visit the IFS-HR Web site at the new location and watch for the new format.

Coming Attraction…NEATS (Nevada Employee Action and Timekeeping System) *by Cynthia Baumann*

For quite some time, others and I have wanted to move the State of Nevada into a Web-based self-service "world." Web technology has been around for some time and we are finally going to take advantage of it (no pun intended). I am happy to let you know we have successfully contracted with AERIS Enterprises Inc., which built our wonderful data warehouse, to build an interface that allows employees to enter timesheets and maintain basic personal information without assistance or paper.

This new system will be accessed through the State Intranet, which will keep employee information secure inside the state firewall. Any employee who has a Web browser (Netscape Navigator or Microsoft Explorer) installed on their computer will be able to access and enter information in NEATS.

NEATS will provide an easy paperless format for the entry of timesheets and personal data as well as an approval system by supervisors and/or other agency personnel. We will no longer need pen and ink signatures according to an Attorney General opinion regarding electronic signatures. The online approval process will be documented in a system log that will identify who approved what and when. This process takes the place of the current hard copy signature.

This really opens the door for paperless progress! NEATS will also allow an employee to maintain their own address, phone number, beneficiary, and emergency contacts most of which are now contained on the ESMT B. All information will be retained in the system for historical purposes, again eliminating the need for the hard copy forms!

For some of you this will be a huge step but for others, like me, it can't arrive soon enough. Our projected completion date for the timesheet pilot will be December and the employee data change pilot completed February 2003. Keep watching for additional information as we unveil this new system.

Training and Rollout Activities

Over the last quarter, IFS-HR Training and Rollout staff commenced training for agencies on "how to" process Special Pay and LEAV documents in ADVANTAGE™-HR. Several classes have already been offered in Carson City and Las Vegas. If your agency has already "rolled out" but has not taken the Special Pay/LEAV training, we encourage you to enroll now! LEAV documents require approvals, which entail utilizing a window other than the CPER/PPER window and processing the document differently.

A Train-the-Trainer course is now available for departments and agencies that want to be able to train staff in-house on the process for entering a timesheet. Once payroll and/or personnel liaisons complete the timesheet course, training can be offered at the agency instead of in the IFS-HR classroom.

Visit our Web site for training enrollment forms (**ifs.intranet.state.nv.us**/IFS-HR Forms) and class schedules or call Cynthia Martinez at 775/684-5325 for further information.

Congrats!

Congratulations to the Department of Corrections, which has completed "rollout" of the timesheet entry process a full year prior to their scheduled rollout quarter!

Department of Human Resources has followed suit with two agencies opting for early ESMT rollout. Congratulations to Health Division and Division of Aging Services who have fully "rolled out" personnel transactions and timesheet data entry a full six months ahead of their rollout deadline! The Division of Mental Health and Developmental Services have also worked diligently this past quarter to "rollout" timesheet entry in many of their outlying agencies.

Kudos go out to Department of Taxation and Department of Business and Industry who worked with IFS-HR staff to complete "rollout" as scheduled this past quarter. Both B&I and Taxation staff moved through the transition smoothly and professionally. Thank you all for your efforts!

Agencies interested in early "rollout" should contact Deborah Harris at 775/684-8697. We're always interested in assisting you in order to effect a smooth and "painless" transition as you begin entering documents and transactions in ADVANTAGE™-HR. Increasing your familiarity with the system by entering timesheets ahead of your mandated rollout quarter is a great way to begin. For further information, pick up your phone and call today!

Upcoming Rollouts

The training and rollout team looks forward to assisting Department of Public Safety and Department of Motor Vehicles with their rollout over the next quarter. Both departments have been entering timesheets into the system so we anticipate a smooth, successful transition! Again, becoming familiar with the system and entry processes prior to your scheduled rollout quarter provides agencies with the greatest opportunity for success.

Procedure Updates

To update your procedure manuals, please print the latest IFS-HR Procedure revisions located at IFS-HR Resources/Manuals on the IFS-HR Web site (ifs.intranet.state.nv.us). Although intended to be distributed each quarter, this latest group of revisions is a culmination of the last three quarters so there are quite a few of them. If you have difficulty accessing these revisions, please contact the IFS-HR Help Desk at 775/684-8696. ◆

HR Data Warehouse (HR-DW) Update

The Data Warehouse team again increased information availability for users with the release last quarter of the overtime analysis, leave activity analysis and leave balance analysis functions. We are excited about the additional assistance this information will provide to agencies as they participate in the budget building process for the next and future bienniums.

The HR-DW team continues its efforts to improve user access and information retrieval this quarter by implementing other features to allow quick access to workforce demographics, position history and employee performance evaluations during this next quarter. Look for a release of position history and performance evaluation information by the end of this month with workforce demographic information to follow in October.

How to Access Overtime Analysis Information in the HR-DW

Overtime analysis information can be accessed from the HR-DW by following these simple steps.

To access overtime data, click on 'Overtime Analysis' from the Master Inquiry Window on the HR-Data Warehouse Home Page. Select an **agency, specify the timeframe**, and select an **initial** view. Run the query.

Review data **provided** as a result of your query. To review data by a different view, click on the corresponding tab. To **download** the data to spreadsheet format, save it or forward it, select the corresponding action in blue. ◆

…From the HR Help Desk…

Tip of the Quarter from the ESMT desk…

When completing the ADDR portion of the ESMT-B, please be sure to use the US Postal Standards abbreviations. These standards were distributed to each agency in May. If you didn't receive a copy, contact the State Records Office at 775/687-8047.

Do not use punctuation in the address. (See above sample.)

Enter the effective date when changing an address.

Be sure to enter four digits when entering additional ZIP code, i.e. 89701-0928.

When completing the USR1 (employee's beneficiary) window, the city, state and ZIP must be keyed without spaces on either side of the commas. Do not use hyphens in the beneficiary's social security number.

Question of the Quarter…

I entered a timesheet into ADVANTAGE™ using Catastrophic Leave for an employee and I am getting an error message "Leave Amt Exceeds Avail Balance." I thought that someone had already donated leave time to this employee! Why is my document rejecting?

We recently added an edit to ADVANTAGE™-HR that will let you know there is not enough catastrophic leave on the employee's leave balance to be able to process the document.

To verify the employee's leave balance, go to the Employee Leave Balance Inquiry (QLBL) window to verify the leave balances for the employee. From the Navigator Window, Go To QLBL and click Open.

This will bring up the Employee Leave Balance Inquiry (QLBL).

Type in the employee's ID number in the Employee ID field, and click F4 or Browse Data on your menu bar. ◆

Notes from
State Controller Kathy Augustine…

Get ready to light the barbeques and set off the firecrackers! You guessed it. The ADVANTAGE™-Financial system is up and running in all state agencies by the 4th of July! What a wonderful way to celebrate our own 'independence' from paper in this very patriotic month.

This new technology has also been instrumental in the success of our new debt collection program. The system enables communication between agencies and allows the State Controller's Office to flag accounts of businesses and individuals that owe the state. We will be training state agency divisions in the use of the financial system for debt collection over the next year.

Interagency/Interlocal contracts have now been signed between our office and the Departments of Agriculture, Business and Industry, Conservation & Natural Resources, Corrections, Economic Development, Gaming, Human Resources, Motor Vehicles, Taxation, Transportation, Public Safety, Private Investigators Licensing Board, the Commission on Ethics and the Public Employees Benefits Program to assist in their debt collection efforts. One aspect of debt collection efforts is our warrant-offset program.   This allows the State Controller's Office to identify a vendor who owes a state agency for goods or services when the vendor bills another agency for a service. The financial system will reject a payment to that company at the point of entry. Once the receivables portion of the financial system is fully implemented, we will know who all the debtors are, as well as the age of their debt.

Vendors have the opportunity to challenge the 'garnishment,' or 'payment offset,' by requesting a hearing with the State Controller as to why the offset should not be made. The success of the initial pilot project with the Department of Taxation has prompted the expansion of the program to all state agencies.

The first law, passed by the legislature in 1999, required state agencies to report receivables to the State Controller's Office each quarter. This measure made it possible for the first time to estimate receivables actually due the State of Nevada.

The second measure, passed and signed into law by Governor Kenny C. Guinn in July 2001, authorizes the State Controller's Office to coordinate the collection of delinquent receivables, thereby centralizing the point of collection for all state agencies. This legislation allows certain costs of collection to be passed onto the debtor when a debt collection service is used. It also requires the State Controller's Office to prepare and maintain a list of debtors to the state for public inspection.

This bill also established pilot programs between the State Controller's Office, the Nevada Department of Motor Vehicles and the Division of Wildlife designed to improve the collection of debts owed the state by restricting or suspending registrations, licenses and permits until the debt is satisfied. ◆

Security – Key to Success of ADVANTAGE™

The State Controller's Office is developing formal policy and procedures for the establishment and maintenance of User IDs. The document will outline procedures for issuing and maintaining the integrity of the User IDs and passwords issued for agency use. This standard will apply to all state agencies issued User IDs and passwords by the State Controller's Office for access to the ADVANTAGE™ Financial System.

Key to the success of the ADVANTAGE™ system is the security of User IDs and passwords. Since the combination of the User ID and password carry the same legal authority as a hand written signature, individuals must not share the information with anyone, including the agency head. Using someone else's User ID and password is the equivalent of forging someone's name and will be dealt with according to the established policy.

The policy will also provide the procedures to follow if an employee believes another party has somehow gained access to their User ID and password. If the employee feels this is an attempt to perpetrate fraud upon the state, the employee should report the incident to their supervisor. If the employee is not comfortable reporting it to their supervisor, the next higher level of management in their agency should be contacted. The IFS Help Desk or the System Security Administrator in the Controller's Office should be contacted if the employee is not at ease with reporting the incident to their agency.

The State Controller's Office will assist agencies or employees with the prevention of fraud due to the illegal use of the User IDs and passwords assigned by the Office and will take appropriate action to ensure the integrity of the ADVANTAGE™ Financial System.

Since there will be no "Grandfather" clause, the State Controller's Office will review agency files to determine if the Establishment and Maintenance of agency User ID requests conform to the new policy and procedures. Those found not to be in conformance would be notified and given a predetermined number of days to make corrections.

When approved, the policy and procedures for Establishment and Maintenance of User IDs will be distributed to agency heads and other key personnel, and will be effective immediately. ◆

Vendor File Cleanup in Progress

The IFS-Financial staff is very involved with the cleanup of the vendor files, which has become essential for accurate 1099 reporting. The first phase, completed by July, involved the standardization of vendor addresses by using established US Postal Standards.

One major change that occurred in the standardization of addresses affects the secondary address indicator. Since the OCR equipment at the USPS does not recognize the pound sign (#), it has been removed from all addresses. For example, 555 E WASHINGTON AVE # 4300 now reads as 555 E WASHINGTON AVE 4300. Requests for the set-up of new vendors must now include the appropriate secondary address indicator, such as STE, RM, BLDG, APT, etc. when one exists. Please note: If an address does not contain an existing secondary address indicator, the mail may not be deliverable.

Also as of July 1, vendor numbers of current employees were changed to the employee's internal five-digit number. The old numbers were put on hold with a cross reference to the new numbers noted in the comments field. Vendor numbers for terminated employees will not be converted. The employee's status is shown in vendor type as follows: EA – Employee Active or ET – Employee Terminated.

Purchasing is also updating and verifying vendor information and is providing much assistance in the conversion of vendor information.

A manual for the vendor records desk has been developed establishing guidelines for entry of vendor records and includes vendor name formatting, the USPS standards and numerous other standards. Portions of this manual will be made available to agencies to assist in completing forms for new vendors. Included will be new instructions for setting up a sole proprietorship business with the individual's name and the DBA format.

When the entire process is completed this fall, the number of vendor files will have decreased considerably through the elimination of duplicate and obsolete listings. There will be uniformity in the entry of the vendors and, in some cases, additional information will be available.

If you have any questions regarding the vendor cleanup, please contact Judy Hetherington at 702/486-3895 or judyh@controller.state.nv.us. ◆

Reminder For Agencies Using Procurement Cards

Please use vendor number **T81090039** when making payments to Bank of America. Don't forget to enter the following, exactly as shown below, on the first line of the Note Pad Text.

RMT*CR*1234567890123456

The numeric value should be *your* 16-digit Procurement Card account number.

If you have questions, please call the IFS Help Desk at 775/684-5245. ◆

…From the Financial Help Desk…

Question of the Quarter…

For travel claims, what do I put in the Invoice Field of the Payment Voucher?

When used correctly, the Invoice field is a useful tool that prevents duplicate payments by pairing the Vendor Number (or employee number) with the Invoice Number on the document.

If you get an error that reads Record Already on OVIH, it means the vendor/invoice combination has already been paid. Go to the OVIH (Open Vendor Invoice Header Inquiry) table and key in the vendor number (or employee number) in the Vendor field. Press **F4** to populate the table, or select **Display: Browse Data**. This brings you to the record of the first invoice on record paid to this vendor. The record also shows you exactly when the specific invoice was paid and on what voucher.

To view other invoices associated with this vendor, press **F5** or select **Display: More Data**. To go directly to a specific record, key the Invoice number to the right of the VI and press **F4.**

For travel claims, most agencies use the date of travel in the invoice field. This creates an accurate record of travel claims paid to employees. **Consistency is the key.** If the agency determines the date in the Invoice field should appear in mm/dd/yy format, it should always be keyed in that manner. For travel occurring over several days, the agency may prefer to use mm/dd-dd/yy. Please remember that this field is limited to 11 characters.

If you are not consistent, the system WILL permit you to pay Jane Doe for invoices coded 4/16/02 AND 4-16-02.

The same invoice can be keyed into each line of the same payment voucher.   If you later need to create another PV for the same date of travel, you will not be able to use the 4/16/02 in the date field; the system knows that vendor/invoice combination has already been processed. To show an additional payment on the same day of travel, the agency may choose to use 4/16/02A. ◆

It's in the Report!

Vista Plus by Quest, the new report retrieval tool, is now available.
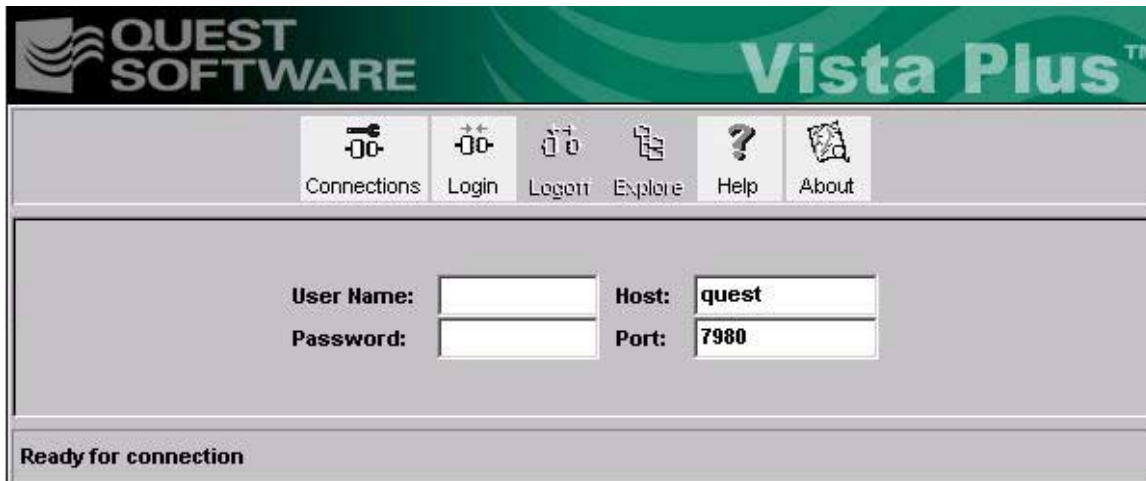
The following reports are available first thing in the morning on Vista Plus. No more waiting for the mail to receive your Budget Status Report!!! We have had very good response from agencies using this reporting tool.
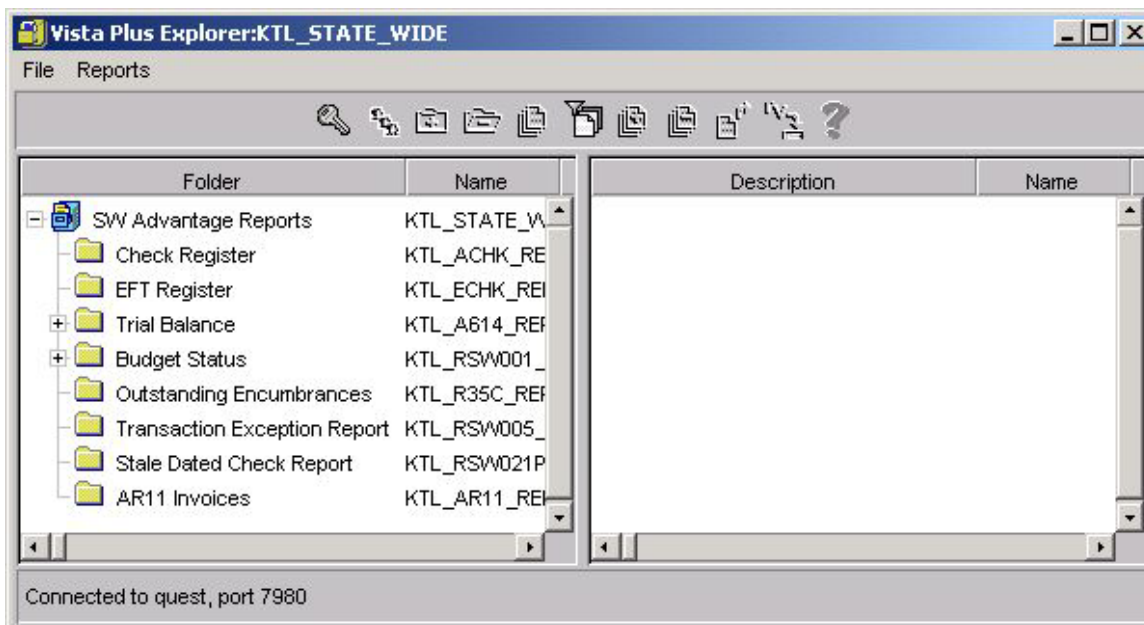
Fiscal year 2003 reports will be available only on Visa Plus. Fiscal year 2002 reports will continue to be distributed in hard copy. Hard copy green-bar reports will not be distributed after September 1.

Please call the IFS Help Desk at 775/684-5245 for a user's manual. ◆

Let's Keep SUSF Clean!

The Document Listing (SUSF) is a temporary holding file for documents in ADVANTAGE™.   It enables you to access documents for research, correction, completion or approval.

Documents should be stored on SUSF for as little time as possible. If you have a problem with a document and it needs to remain on SUSF for more than 30 days, contact the Controller's Office and let them know about that document.

It is **IMPERATIVE** you review your rejected and held transactions on a regular basis and take action on a document within 30 days after it is created or the transaction will be deleted. These deleted transactions cannot be restored. They will cause reconciliation problems and inaccurate data.

A report of transaction exceptions is sent by the Controller's Office every week or can be downloaded daily from DAWN or Vista Plus.

A batch number in the Description field beginning with an "F" identifies Controller's Office transactions. These exceptions will be handled by the Controller's Office. If they appear on your exception report, you can ignore them. ◆

Fixed Asset Inventory Changes

The Purchasing Division is excited to inform you of the successful completion of our rollout and training of the Fixed Asset Subsystem of the ADVANTAGE™-Financial/Purchasing system. With that, agencies now have the ability to access fixed asset inventory records and process changes to the records by utilizing the system from their desktop.

On January 15, the Board of Examiners approved an increase of the fixed asset threshold from $500 to $1,000 for items tagged and maintained in ADVANTAGE™ by the Purchasing Division, pursuant to NRS 333.220. In February we issued a memo informing agencies that we would not implement this change until July, meaning fixed assets with an acquisition cost of $500 or more would continue to be tagged and entered into the system.

Effective June 21, the Purchasing Division stopped issuing state ID tags to equipment items with an acquisition cost of $500 to $1,000, with the exception of computer systems and weapons. Our plan is to convert all of the existing records, under the new threshold amount, to a new fixed asset type within ADVANTAGE™ so that online agencies may continue to utilize the system and maintain these items in the same manner. By adding this new fixed asset type, agencies will also have the ability to add and track assets they wish to include in their fixed asset inventory listing. Currently, the state ID tag number, together with a fixed asset type, is the key information within the system. Although the Purchasing Division is changing the system to make it available for your use, unfortunately we will not be able to supply the state ID tags for assets recorded in this new type. If you are interested in purchasing similar tags, please feel free to contact our office for more information.
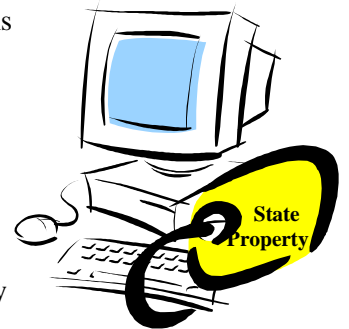
In addition to the above-mentioned changes, we have put together a new screen in the Data Warehouse (DAWN), which will enable agencies to query fixed asset records and create customized inventory reports at any time. We are very excited about this and are confident that your agency will find this extremely helpful. Our intention is to continue to assist in keeping agencies on schedule for annual inventories, while providing access to the information for anyone who needs it at any time.

The new fixed asset type and access to DAWN for inventory listings still will not occur until July 1. This allows us the opportunity to verify and test the new process before offering it to you. Our training program during the initial rollout of IFS included instruction on how to process changes to existing fixed asset records. Once we implement all of the new processes discussed above, online agencies may continue the same procedures for the new type and converted records; however, we will offer another training program beginning in August to show users how to add records to the system and utilize the DAWN screen for inventory listings. We are working on publishing written instructions on the entire Property Management Program as well. This is a new step for us and we hope we can meet your satisfaction and help make the inventory process less of a chore. Please call Shannon Berry at 775/684-0171 with any questions. ◆

Are You Due for a 'Time-Out'?

A 'time-out' security feature for ADVANTAGE™-Financial will be introduced in August. This 'time-out' will automatically logout any user who has been inactive for 30 minutes or longer. Once timed-out, users will need to login again to reconnect to the application. This security feature brings us in alignment with the ADVANTAGE™-HR time-out and in compliance with DoIT Standards. ◆
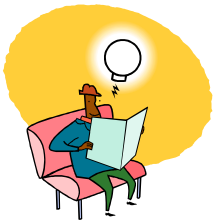
Let Us Know

Both IFS-Financial and IFS-HR welcome suggestions for articles for *IFS Connection*. Please direct them to Kim Huys (financial) at khuys@controllers.state.nv.us or Cynthia Baumann (HR) at cbaumann@ifs.state.nv.us.

Contact Judy Hetherington at judyh@controller.state.nv.us to have future issues of *IFS Connection* delivered to you via e-mail. Previous issues can be downloaded from http://www.state.nv.us/controller/IFS.html or http://www.ifs.intranet.state.nv.us/ifs_connection1.htm. ◆

Have a wonderful Summer!

From the IFS-Financial and IFS-HR staffs

IFS - HR Training Schedule

Quarter July through September

Class Date	Course Name	Start Time	Stop Time	City Location	Class ID
7/16/02	IFS-HR Navigation	9:00	12:00	Carson City	670
7/30/02	IFS-HR Navigation	9:00	12:00	Carson City	675
8/13/02	IFS-HR Navigation	9:00	12:00	Carson City	677
8/27/02	IFS-HR Navigation	9:00	12:00	Carson City	682
9/10/02	IFS-HR Navigation	9:00	12:00	Carson City	684
9/24/02	IFS-HR Navigation	8:30	11:30	Las Vegas	689
7/16/02	IFS-HR Timesheet	1:00	4:00	Carson City	671
7/30/02	IFS-HR Timesheet	1:00	4:00	Carson City	676
8/13/02	IFS-HR Timesheet	1:00	4:00	Carson City	678
8/27/02	IFS-HR Timesheet	1:00	4:00	Carson City	683
9/10/02	IFS-HR Timesheet	1:00	4:00	Carson City	685
9/24/02	IFS-HR Timesheet	1:00	4:00	Las Vegas	690
8/21/02	IFS-HR Appointment-ESMT	8:30	3:30	Carson City	680
9/25/02	IFS-HR Appointment-ESMT	8:00	3:30	Las Vegas	691
7/17/02	IFS-HR Special Pay/LEAV	9:00	2:00	Carson City	673
7/19/02	IFS-HR Special Pay/LEAV	8:00	12:00	Las Vegas	674
8/14/02	IFS-HR Special Pay/LEAV	9:00	2:00	Carson City	679
8/23/02	IFS-HR Special Pay/LEAV	8:00	12:00	Las Vegas	681
9/11/02	IFS-HR Special Pay/LEAV	9:00	2:00	Carson City	686
9/13/02	IFS-HR Special Pay/LEAV	8:00	12:00	Las Vegas	687

NOTE: Navigation is a pre-requisite to the Timesheet, Appointment-ESMT, and Special Pay/LEAV classes.

LOCATION/SITE ADDRESSES

CARSON CITY	LAS VEGAS
IFS-HR	**Professional Development Center (PDC)**
727 Fairview Dr.	**701 N. Rancho**
Carson City NV	**Las Vegas NV**

To sign up for an IFS-HR class, you must complete a confidentiality statement and a training request form. These forms are on the IFS-HR Web site at www.ifs.intranet.state.nv.us or are available from Cynthia Martinez at 775/684-5325.

IFS - Financial Training Schedule

Training classes covering Basic Navigation, Cash Receipt (CR), Payment Voucher (PV), Restricted Journal Voucher (JVR) and Purchasing (RX, RC)/Fixed Assets documents are now available monthly in Carson City and quarterly in Las Vegas. Please send new employees, employees who missed the rollout training or employees needing additional practice. All participants must attend a Basic Navigation class prior to CR, JVR, PV, RX and RC training. **Classes are subject to cancellation if enrollment is less than five students.**

Prior to accessing ADVANTAGE™-Financial, an employee must submitted a completed ADVANTAGE™ User Establishment Form, which is available on the Controller's Web site at www.state.nv.us/controller/IFS.html, and take at least Navigation.

Carson City

Basic Navigation	8:30 a.m. - noon	July 16	August 13	September 10
Cash Receipt (CR)	1 – 4 p.m.	July 16	August 13	September 10
Payment Voucher (PV)	8:30 – 11 a.m.	July 17	August 14	September 11
Restricted Journal Voucher (JVR)	11 a.m. - noon	July 17	August 14	September 11
Purchasing and Fixed Assets	8:30 a.m. - noon	July 18	August 15	September 12

Las Vegas

Basic Navigation	8:30 a.m. - noon	August 20
Cash Receipt (CR)	1 – 4 p.m.	August 20
Payment Voucher (PV)	8:30 – 11 a.m.	August 21
Restricted Journal Voucher (JVR)	11 a.m. - noon	August 21
Purchasing and Fixed Assets	8:30 a.m. - noon	August 22

REGISTRATION FOR
DOCUMENT TRAINING CLASSES

Register for Carson City classes online at www.state.nv.us/controller/IFS.html. If you have any questions about online registration, call Melissa Rempe at 775/684-8971.

To register for classes in Las Vegas, call Judy Hetherington at 702/486-3895 or Melissa Rempe at 775/684-8971.